

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Hepscott Parish Council

County area (local councils and parish meetings only): Northumberland

### Financial year ending 31 March 2022

Prepared by (Name and Role): Sylvia Johnson, Parish Clerk/Responsible Financial Officer

Date: 20/04/2022

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
Current Account	36,281.4	
Business Instant Access Account	6,237.5	
		42,518.9
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/22 <b>(enter these as negative numbers)</b>		
Cheque No 822	(220.00)	
Unpaid direct debit (Nov 21, Payroo)	(6.00)	
		(226.00)
Add: any un-banked cash as at 31/3/22		
		-
<b>Net balances as at 31/3/22 (Box 8)</b>		<b>42,292.9</b>